

Michigan Administrative Hearing System Policy and Procedure Media Equipment Use During Administrative Hearings	Effective Date	Number
	Supersedes:	
Subject: Media Equipment/Administrative Hearings	Page 1 of 4	

Policy Statement:

MAHS must have a clear and consistent method of processing media requests to cover administrative hearings.

Policy:

1. Requests for film or electronic coverage must be made at least 3 business days before proceedings are scheduled to begin. The request must be in writing. See attached form. The Presiding Administrative Law Judge has discretion to waive these requirements for good cause. Media who fail to comply with this guide may be denied permission to film or electronically cover the requested proceedings. A written request on the attached form shall be sent to:

Michigan Administrative Hearing System (MAHS)
P. O. Box 30695
Lansing, Michigan 48909

Telephone: (517) 335-2484
Facsimile: (517) 335-6696

Where advance notice is not possible, the media should alert the Michigan Administrative Hearing System (MAHS) by telephone of the request to record as soon as practicable. Once the session has begun, media may not interrupt the session to accommodate recording.

2. Unless the Administrative Law Judge orders otherwise:
 - a. Media who are granted permission for film or electronic coverage must arrive at least ½ an hour before the proceedings are scheduled to begin. All equipment must be in place and tested at least 15 minutes in advance of the starting time scheduled for the session. Media who are granted permission for film or electronic coverage, but arrive less than ½ hour in advance of the starting time for proceedings, will not be allowed to film or cover that session.

- b. Electronic media must have taped down all cables with cloth gaffer's tape; tape on the floor must not create a safety hazard. Tape cannot be placed on hearing room panels.
 - c. Observers may not move about the hearing room while the proceeding is in session. This particularly applies to media with recording and photographic equipment, who must remain in one place through the session or proceeding.
 - d. Only one video camera and one still camera are permitted within a hearing room.
 - e. No artificial lighting is permitted.
 - f. Only one audio microphone is permitted within a hearing room. If at all possible, media should tap into the existing audio system, if any.
 - g. Only one operator for each camera/microphone setup is permitted to operate equipment within the hearing room.
 - h. Where more than the permitted number of cameras and microphones are present for a hearing, media shall confer and pool resources, if at all possible, to accommodate each other.
 - i. Any decision to exclude excess equipment does not exclude media personnel from the hearing.
3. Media should solicit and receive instructions from the Administrative Law Judge and/or the Judges Administrative Assistant prior to the setting up of equipment.
 4. Media shall be silent and stationary during a hearing, shall be properly and neatly attired and shall observe all rules of decorum while in a hearing.
 5. Media shall not record sidebar conversations or private conversations between parties and their counsel.
 6. Other than hand-held equipment, equipment may be installed and removed only while the hearing is not in session.
 7. Permission cannot be granted to tap into power outlets of the State.
 8. Media may not conduct any interviews of parties, attorneys, or other persons in the hearing room. Interviews will not be conducted at the

hearing room doors. Media with permission may use conference rooms and other public areas to conduct interviews providing they do not disrupt the business or decorum of the facility.

9. Out of courtesy for the tribunal, attorneys, parties, and/or witnesses at the hearing, all in the hearing room should remain quiet and avoid disrupting the proceedings. Cell phones and pagers must be turned off. Do not move around the hearing room or repeatedly exit or enter the room. Do not bring food or drink into the hearing room. The Presiding Judge has the discretion to admonish anyone who disrupts proceedings, and to order the removal of anyone who does not comply with the tribunal's request for proper hearing room behavior.
10. The Administrative Law Judge may exclude media coverage where (a) the law requires exclusion, (b) the interests of justice require exclusion, or (c) this guide or associated rules have been violated.
11. This guide will be provided to any media and to other persons upon request.

For further information, please contact the Michigan Administrative Hearing System (MAHS) at (517) 335-2484.

Approved by:
Michael Zimmer, Executive Director, MAHS

**STATE OF MICHIGAN
MICHIGAN ADMINISTRATIVE HEARING SYSTEM**

MEDIA CONTACT FORM

DATE: _____ **TIME:** _____

NAME OF CASE: _____

DOCKET NO: _____

NAME OF PERSON MAKING CONTACT: _____

ORGANIZATION: _____

ADDRESS: _____

TELEPHONE NO.: () _____ **FAX NO.:** () _____

REQUEST:

- ☐ To Televise or Video Tape a Hearing
- ☐ To Receive Documentation

FORM PREPARED BY: _____

NOTES: _____
